



Kigali, **22 MAR 2023**

N° 11.07.023/...~~23~~.../23/MD-EDCL/FG/RJG/at

JOB ADVERTISEMENT

The Management of Energy Development Corporation Limited (EDCL) would like to inform the public that it is recruiting qualified and experienced staff on the following positions:

N°	Job Title	Key Roles/Responsibilities and qualifications required
1.	Substations Manager (1)	<p><u>Key Roles and Responsibilities</u></p> <p>Strategic Management and Planning</p> <ol style="list-style-type: none"> 1. Develop strategies, policies, regulation, and fiscal improvement for Substation projects in line with the overall strategic objectives of the organization and the country, at large. 2. Support the Engineering Design team in the examination and approval of the EPC Contractor detailed design documents and drawings for compliance with the specifications in accordance with sound engineering practice. 3. Develop guidelines to carrying out prefeasibility studies, feasibility studies, definite plan, tendering and contracting. <p>Contract Management</p> <ol style="list-style-type: none"> 4. Support the Engineering Design team in the examination and approval of the EPC Contractor detailed design documents and drawings for compliance with the specifications in accordance with sound engineering practice. 5. Inspecting, approve and may witnessing the factory acceptance tests (FAT) during the manufacture of major Substations items of equipment and at the manufacturers' premises. 6. Supervise for approval of the testing and commissioning of Substations installation works. 7. Check for approval of complete set of "As-Built" drawings, documentation, and hand over formalities of the infrastructure. 8. Crosscheck for approval of the Contractor's human resources and occupational health and safety policy. 9. Liaise with Project Managers to Prepare, for the Management endorsement, all contract notices, instructions, orders, certificates, approvals, and all communications under the contract (generally referred to as contract administration) for the contract and related stakeholders' communications.



		<p>10. Solve, advise on any dispute or differences that may arise between EDCL and the Contractor/Consultants.</p> <p>11. Verification of the completion certificates and final acceptance certificates to contractors, prepared by the project Managers as per the terms and conditions of the contract.</p> <p>12. Monitor compliance by the Contractor during construction/installation and commissioning for applicable legal requirements of Rwanda.</p> <p>13. Liaise with the project Managers for Preparation and submission to the management the Project completion report that outlines, inter-alia, project objectives, achievements in meeting the target set out by the Company, challenges/lessons learnt and clear recommendations.</p> <p>Health & Safety</p> <p>14. Supervise and ensure that good Health Safety and Environment (HSE) is maintained in line with the organizational policy, national policy, and best practices.</p> <p>15. Review and ensure capacity building of staff in the unit especially on matters of Health Safety and Environment (HSE) Budgeting and Reporting.</p> <p>16. Manage, schedule budgets and costs of all the activities which he/she is accountable.</p> <p>17. Provide overall leadership to the unit staff, Supervise, and manage their performance and development in line with the Organization's goals, objectives, policies, and regulations.</p> <p>18. Develop a departmental annual work plan and financial budget and monitor their implementation in line with the Business plan.</p> <p>Economic Development Activities</p> <p>19. Assess the existing capacities and opportunities for economic development of the energy sector.</p> <p>Budgeting and Reporting</p> <p>20. Manage budgets and costs of all the activities which he/she is accountable.</p> <p>21. Report periodically monthly, quarterly, and annually on the performance of the Unit (budgets Vs actual targets).</p>
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		<p>Compliance</p> <p>22. Lead compliance with regulatory rules minimizing impacts on the company, as well as make suggestions for improving it.</p> <p>23. Lead the implementation of compliance to environment assessments and liaise with the Head of Environmental Impact studies to ensure that new projects are in line with the approved environment standards.</p> <p>24. Set, in coordination with the proper unit of the Energy Development Company, the standardization of materials, equipment and facilities ensuring that they meet the highest standards of quality and efficiency.</p> <p>Leadership</p> <p>25. Provide overall leadership to the unit staff and supervise and manage their performance and development in line with the Organization's goals, objectives, policies, and regulations.</p> <p>26. Develop a unit annual work plan and financial budget and monitor their implementation in line with the Business plan.</p> <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in electrical, power engineering, electromechanical engineering mechanical engineering, or any other closely related field with minimum of four (4) years of experience</p> <p>and/or;</p> <p>Master's degree in electrical, power engineering, electromechanical engineering mechanical engineering, or any other closely related field with minimum of three (3) years of experience.</p>
2.	Business Development Manager (1)	<p><u>Key Roles and responsibilities</u></p> <ol style="list-style-type: none"> 1. Creating development plans and forecasting sales targets and growth projections. 2. Identifying market opportunities through meetings, networking and other channels. 3. Meeting existing and potential clients and building positive relationships. 4. Liaising with colleagues to develop sales and marketing strategies. 5. Preparing financial projections and sales targets. 6. Attending events such as exhibitions and conferences.



	<ol style="list-style-type: none"> 7. Preparing sales presentations and participating in sales meetings. 8. Producing reports for management. 9. Training business developers and sales colleagues. 10. Identifying and mapping business strengths and customer needs, 11. Following industry trends locally and internationally, 12. Developing growth strategies and plans, 13. Writing business proposals, 14. Develop negotiating strategies in line with overall Commercial team. 15. Provide detailed reporting of pipeline and quota management. 16. Submit timely risk assessment Reports capturing individual Project specificity and proposing mitigation measures for Management consideration. 17. Perform other assigned tasks or duties as needed. 18. Setting goals and developing plans for business and revenue growth. 19. Researching, planning, and implementing new target market initiatives. 20. Researching prospective accounts in target markets. 21. Pursuing leads and moving them through the sales cycle. 22. Developing quotes and proposals for prospective clients. 23. Setting goals for the business development team and developing strategies to meet those goals. 24. Training business development staff. 25. Attending conferences and industry events. <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in electrical engineering, Power Engineering, Mechanical engineering, Civil engineering, Business Development, or any other closely related field with minimum of four (4) years of direct relevant experience in energy sector preferably in projects development.</p> <p>and/or;</p> <p>Master's degree in electrical engineering, Power Engineering, Mechanical engineering, Civil engineering, Business Development, Business Administration, Economics or any other closely related field with minimum of three (3) years of direct relevant experience in energy sector preferably in projects development.</p>
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<p>3.</p>	<p>Marketing Manager (1)</p>	<p><u>Key Roles and responsibilities</u></p> <ol style="list-style-type: none"> 1. Oversee all marketing campaigns for their company or department. 2. Promote a business, product, or service. 3. Ensure the company is communicating the right messaging to attract prospective customers and retain existing ones. 4. Represent the marketing team to cross-functional groups including product management, sales, or customer support. 5. Updating senior leadership on the progress of marketing activities and reporting on the results of campaigns. 6. Manage and coordinate marketing and creative staff. 7. Lead market research efforts to uncover the viability of current and existing products/services. 8. Collaborate with media organizations and advertising agencies. 9. Brainstorm ideas for new campaigns. 10. Coordinate with other departments to produce effective strategies. 11. Monitor current campaigns, ensuring their staff meets deadlines and complete necessary tasks. 12. Analyze data to evaluate the success of their marketing efforts and come up with new ideas to improve brand marketing and exposure. 13. Evaluating and optimizing marketing and pricing strategies. 14. Analyzing market trends and preparing forecasts. 15. Generating new business leads. 16. Increasing brand awareness and market share. 17. Coordinating marketing strategies with the sales, financial, public relations, and production departments. 18. Overseeing branding, advertising, and promotional campaigns. 19. Preparing and presenting quarterly and annual reports to senior management. 20. Promoting our brand at trade shows and major industry-related events. 21. Keeping informed of marketing strategies and trends. 22. Other duties may be assigned by the management. <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in marketing, finance, business administration, or any other closely related field with minimum of four (4) years of direct relevant experience.</p> <p>and /or;</p>
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		<p>Master's degree in marketing, finance, business administration, or any other closely related field with minimum of three (3) years of direct relevant experience.</p> <p>Added advantages:</p> <ul style="list-style-type: none"> - Proficiency in electronic marketing automation software such as HubSpot Marketing and Bitrix24 - Extensive knowledge of marketing strategies, channels, and branding - Superb leadership, communication, and collaboration abilities <p>Exceptional analytical and problem-solving skills</p>
4.	<p>Hydropower Development Specialist/in charge of Civil Engineering works (2)</p>	<p><u>Observation:</u></p> <p>Generally, the required Hydropower Development Specialists are Civil Engineers who will provide technical support to the Generation Projects Implementation Unit. The job holders are responsible for interpretation of all the civil works designs and expansion plans as well as alternatives and supervises the implementation of them.</p> <p>They will support the Head of Generation Projects Implementation Unit by offering technical support for energy generation projects during implementation of the studies, funding mechanisms, design, procurement support, supervision of construction works, commissioning and testing.</p> <p>Particularly, the staff will be responsible for ensuring timely delivery of good quality of civil works for Nyabarongo II hydropower plant. They will be working closely with the team of the Owner's Engineer /supervising firm for all project's related civil works (dam & ancillaries, powerhouse & switchyard, foundation of tower of the power evacuation line, temporary/permanents roads, retaining walls, water drainage channels, etc.) and site beautification at project completion.</p> <p><u>Key roles/responsibilities</u></p> <ol style="list-style-type: none"> 1. Supervise the construction works ensuring compliance to details provided in the construction drawings and strict adherence to construction specifications. 2. Implement the network design alternatives and appropriate expansion Plans and ensure their dimensioning.

	<ol style="list-style-type: none"> 3. Preparation of Bill of Quantities (BOQ) & cost estimates of construction works as well as the formulation of recommendations; 4. Assume the responsibility for effective supervision and contract administration of civil works during the period of construction supervision. 5. Ensure that the quality control methodology is strictly followed. 6. Ensure that project execution is completed in time and within allocated budget. 7. ensure preparation of detailed and quantitative progress reports to support the contractor's requests for progress payments. 8. Assist in the preparation of Construction Completion Report including "as-built" drawings as appropriate; 9. Conduct product demonstrations, provide project status updates and respond to any field technical inquiries; 10. Asses the needs of the projects in terms of materials and tools and ensure that the necessary items are procured in a timely manner; 11. Plan, supervise and carry out rehabilitation and reconfiguration of projects; 12. Avail a perfectly coordinated plan for protection of the materials and tools being used for the projects; 13. Manage budgets and costs of all the activities which he/she is accountable. 14. Report periodically monthly, quarterly and annually) on the performance of the Directorate (budgets Vs actual targets); 15. Any other duties that might be assigned within the scope and mandate of the unit <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in civil engineering or any other closely related field with minimum of three (3) years of direct relevant experience in projects construction (execution or supervision)</p> <p>and/or;</p>
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5.	<p>Hydropower Development Specialist/ in charge of Electromechanical works (1)</p>	<p>Observation:</p> <p>Generally, the required Hydropower Development Specialist is an Electromechanical Engineer will provide technical support to the Generation Projects Implementation Unit. The job holder is responsible for interpretation of all the electromechanical work designs and expansion plans as well as alternatives and supervises the implementation of them.</p> <p>He/she will support the Head of Generation Projects Implementation Unit by offering technical support for energy generation projects during implementation of the studies, funding mechanisms, design, procurement support, supervision of construction works, commissioning and testing.</p> <p>Particularly, the staff will be responsible for ensuring timely delivery of good quality of Electromechanical works for Nyabarongo II Hydropower Plant project. He/she will be working closely with the team of the Owner's Engineer /supervising firm for all project's related electromechanical works for the dam & ancillaries, powerhouse & switchyard, the power evacuation line, and interface with civil works.</p> <p>Key roles/responsibilities</p> <ol style="list-style-type: none"> 1. Supervise the construction works ensuring compliance to details provided in the construction drawings and strict adherence to construction specifications. 2. Implement the network design alternatives and appropriate expansion Plans and ensure their dimensioning. 3. Preparation of Bill of Quantities (BOQ) & cost estimates of construction works as well as the formulation of recommendations. 4. Assume the responsibility for effective supervision and contract administration of Electromechanical works during the period of construction Ensure that the quality control methodology is strictly followed.

		<ol style="list-style-type: none"> 5. Ensure that project execution is completed in time and within allocated budget. 6. Ensure preparation of detailed and quantitative progress reports to support the contractor's requests for progress payments. 7. Assist in the preparation of Construction Completion Report including "as-built" drawings as appropriate; 8. Conduct product demonstrations, provide project status updates and respond to any field technical inquiries; 9. Assess the needs of the projects in terms of materials and tools and ensure that the necessary items are procured in a timely manner; 10. Plan, supervise and carry out rehabilitation and reconfiguration of projects; 11. Avail a perfectly coordinated plan for protection of the materials and tools being used for the projects; 12. Whenever required, manage budgets and costs of all the activities which he/she is accountable. 13. Report periodically (monthly, quarterly and annually) on the performance of the Directorate (budgets Vs actual targets); 14. Any other duties that might be assigned within the scope and mandate of the unit. <p><u>Qualifications and Experience:</u></p> <p>Bachelor's degree in electromechanical, Mechanical, Electrical engineering, Power Engineering or any other closely related field with minimum of three (3) years of direct relevant experience in energy construction projects (Execution or Supervision).</p> <p>and/or;</p> <p>A Master's degree in electromechanical, Mechanical, Electrical engineering, Power Engineering or any other closely related field with minimum of two (2) years of direct relevant experience in energy construction projects (Execution or Supervision).</p>
6.	Hydropower Development Specialist/ in charge of	<p><u>Observation:</u></p> <p>Generally, the required Hydropower Development Specialist is a Geotechnical Engineer will provide technical support to the Generation Projects Implementation Unit. The job holder is</p>

<p>Geotechnical works (1)</p>	<p>responsible for interpretation of all the geological/geotechnical conditions while one supervises the implementation of them.</p> <p>He/she will support the Head of Generation Projects Implementation Unit by offering technical support for energy generation projects during implementation of the studies, funding mechanisms, design, procurement support, supervision of construction works, commissioning and testing.</p> <p>Particularly, the staff will be responsible for ensuring timely delivery of good quality of geological and geotechnical works for Nyabarongo II Hydropower Plant project. He/she will be working closely with the team of the Owner's Engineer /supervising firm for all project's related geological and geotechnical works for the dam & ancillaries, powerhouse & switchyard, the power evacuation line, and interface with civil works.</p> <p><u>Key roles/responsibilities</u></p> <ol style="list-style-type: none"> 1. Ensure necessary geological & geotechnical investigations are carried out for 2. the construction sites, and collected samples are analysed to propose adequate construction solutions. 3. Carry out (organize and oversee) comprehensive review of foundation conditions at each structure ensuring long-term integrity of the Project components; 4. Identify any remedial foundation stabilization work to be included in the projects contract package; 5. Assist in design of pile load testing, review the site feedback and make necessary changes in the design if necessary. 6. Assist in review of stability of slopes and make necessary changes where required for improvement of design; 7. Extend technical assistance during the construction phase, investigate and evaluate any unexpected foundation conditions encountered and recommend alternative treatment as appropriate; 8. Design and supervise grouting operations; 9. Assistance to prepare respective portion of the design review report; 10. Participation in the process of proposing immediate solution to encounter any construction issue at site; 11. Assist in the preparation of Bill of Quantities (BOQ) & cost estimates of construction works as well as the formulation of recommendations;
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		<p>12. Assist in the preparation of Construction Completion Report including “as-built” drawings as appropriate;</p> <p>13. Report periodically monthly, quarterly and annually) on the performance of the Directorate (budgets Vs actual targets);</p> <p>14. Any other duties that might be assigned within the scope and mandate of the unit</p> <p><u>Qualifications and Experience:</u></p> <p>Bachelor’s degree in Geotechnical science, Geology and Environmental, Civil Engineering or any other closely related field with minimum of three (3) years of direct relevant professional experience in construction projects (Execution or Supervision).</p> <p>and/or;</p> <p>Master’s degree in Geotechnical science, Geology and Environmental, Civil Engineering or any other closely related field with minimum of two (2) years of direct relevant professional experience in construction projects (Execution or Supervision).</p> <p>Having experience in energy construction projects will be an added advantage.</p>
7.	Civil Engineer (3)	<p><u>Key roles/responsibilities</u></p> <p>Strategic Management and Planning</p> <ol style="list-style-type: none"> 1. Support the Engineering Design team in the examination and approval of the EPC Contractor detailed design documents and drawings for compliance with the specifications in accordance with sound engineering practice. 2. Day to day follow up all construction works on sites 3. To assist the Consultants in seeing that the works are built as per engineering drawing and designs 4. To ensure that the contractors follow all construction norms standards as specified in the contract document and/or drawings. 5. To advice the contractor on the suitable method and necessary input required for maximum acceleration of activities at the same time ensuring the quality 6. Anticipate problems due to rise in the course of construction and forewarn concerned parties and suggest possible solution 7. Ascertain the value of Civil work done and see if it corresponds to the payment claims. 8. Regular reporting to his superior on all matters related to the projects in question.

		<p>9. Approve (if satisfied) the quality of work done before the contractor proceeds to the following operation</p> <p>10. Assume any other duties that may be requested by the superior.</p> <p>11. Rejecting works that are not conforming with design specification and quality standards by issuing site instruction to remedy such work.</p> <p>Contract Management</p> <p>12. Inspecting, approve and may witnessing the factory acceptance tests (FAT) during the manufacture of major Substations items of equipment and at the manufacturers' premises.</p> <p>13. Supervise for approval of the testing and commissioning of Substations installation works.</p> <p>14. Check for approval of complete set of "As-Built" drawings, documentation, and hand over formalities of the infrastructure.</p> <p>15. Crosscheck for approval of the Contractor's human resources and occupational health and safety policy.</p> <p>16. Liaise with Project Managers to Prepare, for the Management endorsement, all contract notices, instructions, orders, certificates, approvals, and all communications under the contract (generally referred to as contract administration) for the contract and related stakeholders' communications.</p> <p>17. Solve, advise on any dispute or differences that may arise between EDCL and the Contractor/Consultants.</p> <p>18. Verification of the completion certificates and final acceptance certificates to contractors.</p> <p>19. Monitor compliance by the Contractor during construction/installation and commissioning for applicable legal requirements of Rwanda.</p> <p>Health & Safety</p> <p>20. Supervise and ensure that good Health Safety and Environment (HSE) is maintained at sites in line with the organizational policy, national policy, and best practices.</p> <p><u>Qualifications and experience:</u> Bachelor's degree in civil engineering, civil engineering and environmental technology, building and construction technology or any other closely related field with minimum of three (3) years of direct relevant experience. and/or;</p>
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		<p>Master's degree in civil engineering, civil Engineering and Environmental Technology, Building and Construction technology or any other closely related field with minimum of two (2) years of direct relevant experience.</p>
<p>8.</p>	<p>Corporate Planner (1)</p>	<p><u>Key roles/responsibilities</u></p> <p>Planning</p> <ol style="list-style-type: none"> 1. Participate in the review of the REG strategic Plan and the Sector Plans and ensure the commitments therein are reflected in the EDCL Business Plan. 2. Analyze the historical performance of the EDCL and the energy sector in terms of development programmes and projects to establish credible forecasts for the Company considering the national sector strategy and policy documents. 3. Lead the strategic planning process to avail EDCL with realistic Strategic Plan through a thorough consultative process. 4. Plan and lead regular progress reviews on the implementation of the EDCL strategic plan. 5. Lead and coordinate the elaboration of the EDCL annual action plans aligned to the company Strategic Plan & Business Plans. 6. Coordinate decentralized departmental and unit planning to ensure that each EDCL department and Unit have quality annual and quarterly and monthly action plans relevant to their mandates and the overall organizational mission and targets. 7. Participate actively in the development of the EDCL budgets aligned to the strategic plan, business plans & action plans. 8. Participate actively in elaborating the Department/Unit annual plans and budgets and costs of all the activities which he/she is accountable and monitor performance of the budget. 9. Develop briefs and reports relevant to planning for Energy Planning and the EDCL management as may be required. 10. Develop Project profile document of (Transmission, Generation and Distribution). 11. Keep regularly records of projects (Transmission; Generation and Transmission) documents for EDCL. 12. Tracking deadlines, deliverables, resources, and timelines throughout the project process. 13. Assess the project delivery, completeness, and alignment with stated objectives and goals. 14. Keep all information as archive in one place, so it is accessible to the appropriate team members and senior leaders.

		<p>15. Responsible for balancing projects and communicating priorities internally Upon completion of project, the Corporate Planner must compile and documents project information.</p> <p>16. Any other duties that might be assigned within the scope and mandate of the unit and department.</p> <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in planning, management, project management, public administration, M&E, economics, or any other closely related field with minimum of three (3) years of relevant experience.</p> <p>and/or;</p> <p>Master's degree in planning, management, project management, public administration, M&E, Economics, or any other closely related field with minimum of two (2) years of relevant experience.</p>
9.	<p>Distribution and Access Planning Specialist (1)</p>	<p><u>Key roles/responsibilities</u></p> <ol style="list-style-type: none"> 1. Initiate or lead initiation of Electricity Distribution network expansion, to ensure the design and construction technologies are appropriate and cost effective 2. Develop proper network design alternatives and prepare appropriate expansion plans, to ensure their timely dimensioning. 3. Actively participate in the selection and submit the selected alternatives for approval covering the design, investment amounts to consider and the remaining capacity of the transmission system of the alternatives selected. 4. Participate in the formulation and set up of a least cost developing plan to define an integrated vision of power offer and network development. 5. Periodically assess the impact of the Electricity Access Roll-out Program in the Distribution network development and advise the management on the way forward. 6. Prepare progress reports on Distribution planning for management information and action. 7. Any other duties that might be assigned within the scope and mandate of the unit and department.

	<p>Power systems planning</p> <ol style="list-style-type: none"> 8. Lead the selection of the least cost optimal Electricity Distribution projects and ensure that the selected alternatives to be submitted for approval covering the design meets the timely desired goals at the time and that the investment amounts to be considered for this project is adequate to cover the remaining capacity of the Distribution system in the case of alternatives selected. 9. Ensure that a least cost developing plan is set up to define an integrated vision of selected network development; hence s/he must develop future network plans. 10. Prepare Medium and Short-term investment plan for the development of electricity Distribution system. 11. Prepare & monitor annual budgets for those alternatives. 12. Ensure that operational planning is carried out per the Grid Code to sustain the network functions while new plans in pipeline are ongoing/being implemented. 13. Develop & follow up needed projects to promote prudent operation and eliminate emergency operations of network in the long run and to meet forecasted load growth. This function is very important in case of delays of major capital-intensive projects. 14. Develop & maintain existing system drawings/diagrams/maps etc. and produce new system drawings matching the status, intermediate (Temporary) and future /fully completed network. 15. Evaluate options for development (Development of Least cost network development). 16. Evaluate services (New Connections) in the country & Capital Development Schemes (CDS) likely to be initiated by the new incentives of access to electricity drives. 17. Keep & maintain all documents related to the electricity Distribution projects' planning and other relevant documents. 18. Any other duties that might be assigned within the scope and mandate of the unit and department. <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in electrical engineering, Electrical Power systems, Electrical Power Engineering, Renewable Energy systems or any other closely related field with minimum of three (3) years of direct relevant experience.</p>
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		<p>and/or;</p> <p>Master's in electrical engineering, Electrical Power systems, Electrical Power Engineering, Renewable Energy systems or any other closely related field with minimum of two (2) years of direct relevant experience.</p> <p>P.S: Electrical Network Protection, Planning & designs of distribution, transmission and substation infrastructure will be an added value.</p>
10.	<p>Design Engineer Distribution and Access/in charge of Electrical designs (3)</p>	<p><u>Key Roles/Responsibilities</u></p> <ol style="list-style-type: none"> 1. Develop proper of Distribution Access design alternatives and prepare appropriate expansion plans, to ensure their timely dimensioning. 2. Prepare assessment reports and approval of all of Distribution Access designs submitted by different contractors directly or through Implementation Departments. 3. Actively participate in the selection and submit the selected alternatives for approval covering the design, investment amounts to consider and the remaining capacity of the transmission system of the alternatives selected <ol style="list-style-type: none"> 1. Participate in the formulation and set up of a least cost developing plan to define an integrated vision of power offer and network development. 2. Periodically assess the impact of the Electricity Access Roll-out Program in the distribution network development and advise the management on the way forward. 3. Prepare progress reports on of Distribution Access planning for management information and action. <p>Power system planning</p> <ol style="list-style-type: none"> 4. Lead the selection of the least cost optimal power of Distribution Access project and ensure that the selected alternatives to be submitted for approval covering the design meets the timely desired goals at the time and that the investment amounts to be considered for these projects is adequate to cover the remaining capacity of the of Distribution Access in the case of alternatives selected.

5. Ensure that a least cost developing plan is set up to define an integrated vision of selected power plant alternatives and network development; hence s/he must develop future network plans.
6. Participate in the Preparation of Medium and Short-term development plan for the development of power system.
7. Ensure that operational planning is carried out per the Grid Code to sustain the network functions while new plans in pipeline are ongoing/being implemented.
8. Develop & follow up needed projects to promote prudent operation and eliminate emergency operation of network in the long run and to meet forecasted load growth. This function is very important in case of delays of major capital-intensive projects.
9. Develop & maintain existing system drawings/diagrams/maps etc. and produce new system drawings matching the status, intermediate (Temporary) and future /fully completed network.
10. Evaluate options for development (Development of Least cost network development).
11. Keep & maintain all documents related to the power projects planning and other relevant documents.
12. Any other duties that might be assigned within the scope and mandate of the unit and department.

Qualifications and experience:

Bachelor's degree in electrical engineering, Electrical Power systems, Electrical Power Engineering, Renewable Energy systems or any other closely related field with minimum of three (3) years of direct relevant experience in engineering related works.

and/or;

Master's degree in electrical engineering, Electrical Power systems, Electrical Power Engineering, Renewable Energy systems or any other closely related field with minimum of two (2) years of direct relevant experience in engineering related works.

P.S: Experience in Planning & designs of distribution, transmission and substation infrastructure will be an added value.

11.	<p>Design Engineer Distribution and Access/in charge of Civil designs (1)</p>	<p><u>Key Roles/Responsibilities</u></p> <ol style="list-style-type: none"> 1. Develop proper network design alternatives and prepare appropriate expansion plans, to ensure their timely dimensioning. 2. Prepare assessment reports and approval of all civil designs submitted by different contractors directly or through Implementation Departments. 3. Actively participate in the selection and submit the selected alternatives for approval covering the design, investment amounts to consider and the remaining capacity of the transmission system of the alternatives selected. 4. Participate in the formulation and set up of a least cost developing plan to define an integrated vision of power offer and network development. 5. Periodically assess the impact of the Electricity Access Roll-out Program in the transmission network development and advise the management on the way forward. 6. Prepare progress reports on transmission planning for management information and action. <p>Power systems planning</p> <ol style="list-style-type: none"> 7. Lead the selection of the least cost optimal power generation and transmission project and ensure that the selected alternatives to be submitted for approval covering the design meets the timely desired goals at the time and that the investment amounts to be considered for these projects is adequate to cover the remaining capacity of the transmission system in the case of alternatives selected. 8. Ensure that a least cost developing plan is set up to define an integrated vision of selected power plant alternatives and network development; hence s/he must develop future network plans. 9. Prepare Medium and Short-term investment plan for the development of power system. 10. Ensure that operational planning is carried out per the Grid Code to sustain the network functions while new plans in pipeline are ongoing/being implemented. 11. Develop & follow up needed projects to promote prudent operation and eliminate emergency operation of network in the
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		<p>long run and to meet forecasted load growth. This function is very important in case of delays of major capital-intensive projects.</p> <p>12. Develop & maintain existing system drawings/diagrams/maps etc. and produce new system drawings matching the status, intermediate (Temporary) and future /fully completed network.</p> <p>13. Evaluate options for development (Development of Least cost network development).</p> <p>14. Keep & maintain all documents related to the power projects planning and other relevant documents.</p> <p>15. Any other duties that might be assigned within the scope and mandate of the unit and department.</p> <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in civil engineering or any other closely related field with minimum of three (3) years of direct relevant experience in engineering related works.</p> <p>and/or;</p> <p>Master's degree in civil engineering or any other closely related field with minimum of two (2) years of direct relevant experience in engineering related works.</p> <p><u>P.S:</u> Relevant professional qualifications and experience in Planning & designs of distribution, transmission and substation infrastructure will be an added value.</p>
12.	Environmenta list (1)	<p><u>Key roles/responsibilities</u></p> <p>Project Implementation</p> <p>1. Periodically supervise construction activities on-site to ensure that environmental requirements are being met.</p> <p>Impact assessment and monitoring</p> <p>2. Following up investment operations to ensure that any outstanding environmental issues are properly addressed.</p> <p>3. Quality assures all the Environment, and social management plan; health and safety reports for all projects, plus monitoring and enforcing the implementation of these plans for environmentally compliant projects and infrastructure</p>

		<p>4. Responsible for Resettlement Action plans (RAPs), livelihoods restoration frameworks and implementation of RAPs.</p> <p>Regulation</p> <p>5. Liaise with the Rwanda Environmental Management Agency (REMA) and line ministries to ensure that all necessary clearances for projects are obtained.</p> <p>6. Review documentation pertaining to environmental compliance (e.g., Feasibility reports, ESIA studies, RAP reports, bidding documents, reports from contractors, on-site reviews, etc.).</p> <p>Planning</p> <p>7. Provide professional input regarding environmental concerns into the planning, design and contracting of investments, including the preparation of tender documents (terms of reference) for engaging consultants to undertake environmental impact assessments, resettlement action.</p> <p>8. Plans and other required studies for specific projects; Prepare Environmental Management Plans (EMPs) and Resettlement Action Plans (RAPs) and ensuring that such plans are approved by relevant authorities before contracts can be implemented;</p> <p>9. Develop environmental and resettlement guidelines for use in the planning and design of investments (peat & hydro power plants, transmission and distribution lines)</p> <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in environment studies, environmental engineering, natural sciences or any other closely related field with minimum of three (3) years of direct relevant experience.</p> <p>and/or;</p> <p>A Master's in environment studies, environmental engineering, natural sciences or any other closely related field with minimum of two (2) years of direct relevant experience.</p>
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<p>13</p>	<p>Design Engineer Generation and Transmission (1)</p>	<p><u>Key roles/responsibilities</u></p> <ol style="list-style-type: none"> 1. Develop proper of Substations designs alternatives and prepare appropriate expansion plans, to ensure their timely dimensioning. 2. Prepare assessment reports and approval of all of Substation designs submitted by different contractors directly or through Implementation Departments. 3. Actively participate in the selection and submit the selected alternatives for approval covering the design, investment amounts to consider and the remaining capacity of the transmission system of the alternatives selected. 4. Participate in the formulation and set up of a least cost developing plan to define an integrated vision of power offer and network development. 5. Periodically assess the impact of the Electricity Access Roll-out Program in the transmission network development and advise the management on the way forward. 6. Prepare progress reports on of Substations planning for management information and action. <p>Power system planning</p> <ol style="list-style-type: none"> 7. Lead the selection of the least cost optimal power of Substations projects and ensure that the selected alternatives to be submitted for approval covering the design meets the timely desired goals at the time and that the investment amounts to be considered for these projects is adequate to cover the remaining capacity of the of Substations in the case of alternatives selected. 8. Ensure that a least cost developing plan is set up to define an integrated vision of selected power plant alternatives and network development; hence s/he must develop future network plans. 9. Prepare Medium and Short-term investment plan for the development of power system. 10. Ensure that operational planning is carried out per the Grid Code to sustain the network functions while new plans in pipeline are ongoing/being implemented 11. Develop & follow up needed projects to promote prudent operation and eliminate emergency operation of network in the
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		<p>long run and to meet forecasted load growth. This function is very important in case of delays of major capital-intensive projects.</p> <ol style="list-style-type: none"> 12. Develop & maintain existing system drawings/diagrams/maps etc. and produce new system drawings matching the status, intermediate (Temporary) and future /fully completed network. 13. Evaluate options for development (Development of Least cost network development). 14. Keep & maintain all documents related to the power projects planning and other relevant documents. 15. Any other duties that might be assigned within the scope and mandate of the unit and department. <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in electrical engineering, electrical power systems, electrical power engineering, renewable energy systems or any other closely related field with minimum of three (3) years of direct relevant experience in engineering designs.</p> <p>and/or;</p> <p>Master's degree in electrical engineering, electrical power systems, electrical power engineering, renewable Energy systems or any other closely related field with minimum of two (2) years of direct relevant experience in engineering designs.</p> <p><u>P.S:</u> Experience in planning & designs of distribution, transmission and substation infrastructure will be an added value.</p>
14	GIS Data Management Specialist (1)	<p><u>Key roles/responsibilities</u></p> <p>Planning</p> <ol style="list-style-type: none"> 1. Set up, collect, download, and post-process geo-spatial data collected by GIS Surveyors from a wide range of sources, including ArcGIS Online and GPS and upload them on the server 2. Participate in spatial and non-spatial data collection and processing and produce accurate maps to be used in Power systems design 3. Gather, compile, migrate and convert data sets for project needs from a variety of internal and external sources. <p>GIS Database Management</p> <ol style="list-style-type: none"> 4. Manage and Update the electrical network geodatabase;



5. Work with ICT Unit at EDCL to ensure timely administration of users' rights for ease of navigation and update of electrical network geo-database.
6. Maintain the online electrical geo-portal and ensure its daily update.
7. Perform quality assurance for collected geospatial data to ensure their accuracy and completeness in relation to data collection template.
8. Define standards (formats) for geo-spatial data to be collected by surveyors for their compatibility with the GIS server.

GIS Surveys and GIS operations

9. Perform field and office work, inventorying all necessary data regarding electricity infrastructures and collecting/depicting data using GPS or other equipment as may be needed from time to time.
10. Review and make routine interpretations of data sources and use basic GIS software functions to enter, edit and update GIS spatial data, including points, lines and polygons, and attribute data into databases or layers, following standard procedures.
11. Provide expertise to EDCL staff, engineers, planners, and developers regarding GIS information, such as asset locations, remote sensing, and other related needs.
12. Operate GIS Specific hardware including large format plotters and scanners.

Leadership

13. Participate in the elaboration of the departmental annual work plan and financial budget and monitor their implementation in line with the Business plan.
14. Participate in the preparation of Terms of Reference of all GIS related tenders.
15. Keeping up to date with new technology.

Qualifications and experience:

Bachelor's degree in Geo-Informatics, Geomatics Engineering, Geographic Information Systems (GIS), Geo-information Science and earth observation or any other closely related field with minimum of three (3) years of direct relevant GIS practical experience in various fields of its application most importantly in GIS administration.

		<p>and/or;</p> <p>Master's degree in Geo-Informatics, Geomatics Engineering, Geographic Information Systems (GIS), Geo-information Science and earth observation or or any other closely related field with minimum of two (2) years of direct relevant GIS practical experience in various fields of its application most importantly in GIS administration.</p>
15.	Social Safeguards Specialist (1)	<p><u>Key roles and responsibilities</u></p> <ol style="list-style-type: none"> 1. Provide overall social safeguards oversight during the implementation of the Electrification projects, 2. Familiarize him/herself with the Environmental and Social Management Framework (ESMF) and the Resettlement Policy Framework (RPF) for the program. Improve performance as needed of either framework during program implementation, recommend improvements 3. Monitor the progress of program investments in terms of meeting compliance to social safeguards 4. Carry out social assessment analysis to ensure program compliance with the requirements of the social development concerns; this will include but not limited to: Conducting social risks analysis and developing a social risks mitigation plans related to the program. 5. Develop a social development strategy to achieve social development concerns 6. Provide professional input regarding social concerns into the planning, design and contracting of investments, including the preparation of tender documents. 7. Prepare and Implement Resettlement Action Plans (RAPs) for specific investments and ensuring that such plans are approved by relevant authorities before contracts can be implemented. 8. Periodically supervise land acquisition and resettlement activities to ensure they are complete before the civil works are begun. 9. Periodically supervise construction activities on-site, especially on potentially troublesome investments, to ensure that safeguards requirements are being met; and following up investment operations to ensure that any outstanding resettlement issues are properly attended to. 10. Prepare all documents related to the process of Social Safeguards activities (MoUs, grant agreements, etc.) 11. Ensure that Social Safeguards related modules are incorporated in the training and capacity building programs at all the levels.

		<p>12. Participate in identifying suitable consultants/institutions to be used on technical support activities and training & capacity building related to Social Safeguards aspects.</p> <p>13. Provide Social Safeguards inputs to monitoring, evaluation, and reporting activities.</p> <p>14. Any other duties that may be assigned by coordinator projects implementation coordination unit.</p> <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in social sciences or any other closely related field with minimum of three (3) years of direct relevant experience in social field.</p> <p>and/or;</p> <p>Master's degree in social sciences or any other closely related field with minimum of two (2) years of direct relevant experience social field.</p> <p><u>P.S:</u> Be familiar with social and economic conditions prevailing in Rwanda or similar African countries and how these aspects impact on Energy projects.</p>
16	Project Engineer (14)	<p><u>Key roles/responsibilities</u></p> <ol style="list-style-type: none"> 1. Monitor the design and manufacturing activities, the installation and erection on site and construction work. 2. Study the Drawings, Specification, Conditions of Contract and Bill of Quantities and understand the nature and scope of the Contract and familiarize herself/himself with all the documents in order that she/he can visualize the way the work will be carried out. 3. Review of design drawings and give approval based on the detailed engineering study and the requirements enumerated by EDCL planning department in the tender document. 4. Review the quality assurance plan of the contractor and approve the material source and the materials to be used in the construction by private contractors and/or DAD construction team. 5. Control of Materials and Stores for the projects/programmes and coordinate material delivery and handoff to contractor and DAD construction teams.

		<ol style="list-style-type: none"> 6. Assist the project manager with development of the critical path project schedule to ensure realistic and achievable project activities duration and sequence. 7. Undertake review of the project progress and ensure its timely completion. 8. Undertake construction management, testing and quality control of the works done. 9. Certify payment. 10. Monitor and evaluate all activities of the contractors for effectiveness, completeness, and compliance with safety standards by inspecting work in the field, reviewing daily work reports, and providing feedback. 11. Cooperate and communicate effectively with project manager and other project participants to provide assistance and technical support. 12. Identify limitations / hold ups for progress of Site Works and co-ordinate to resolve those issues. 13. Act as liaison between landowners and contractors. 14. Prepare DAD annual work plans. 15. Prepare & Submit Daily / Weekly / Monthly reports. 16. Performs related work as may be required. <p><u>Qualifications experience:</u></p> <p>Bachelor's degree electrical engineering, power engineering, electromechanical engineering or any other closely related field with minimum of three (3) years of relevant experience.</p> <p>and/or;</p> <p>master's degree in electrical engineering, power engineering, electromechanical engineering or any other closely related field with minimum of two (2) years of relevant experience.</p> <p><u>P.S:</u> Be fluent in any of the official languages in Rwanda</p>
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17.	IT Systems Infrastructure Specialist (1)	<p><u>Key roles/responsibilities</u></p> <p>Network And Systems Administration</p> <ol style="list-style-type: none"> 1 Manage and coordinate activities related to Network and Systems administration. 2 Responsible for systems design, installation , configuration , administration and optimization of company servers and related components to achieve high performance of the various applications. 3 Provide technical network plan, systems engineering and architecture to assist in long-term strategic planning to ensure network capacity and systems meet current and future network and systems requirements. 4 Responsible for managing the network, Systems & data centre infrastructure maintenance. 5 Responsible for systems reliability, functionality and stability, disaster recovery availability and operations. 6 Lead in designing, developing and maintaining the company Wide Area Network and coordinate network extensions including Local Area Networks. <p>Network Security</p> <ol style="list-style-type: none"> 7 Schedule upgrades and network security of equipment and software systems and providing secured access to the network users. 8 Manage the security of data from internal and external attack and ensure the availability of the network and systems. <p>Innovation</p> <ol style="list-style-type: none"> 9 Develop and keep up to date with the latest technologies of networking and communication. <p>Budgeting & Procurement</p> <ol style="list-style-type: none"> 10 Participate in the preparation of the departmental budget for IT systems, infrastructure and network Reporting. 11 Develop periodic systems and infrastructure reports for management's attention.
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		<p>Leadership</p> <p>Participate in the development of the departmental annual work plan and monitor their implementation in line with the Business plan</p> <p>Qualifications and experience: Bachelor's degree in computer science, information technology, computer engineering or any other closely related field with minimum of four (4) years of relevant experience.</p> <p>and/or;</p> <p>Master's degree in computer science, information technology, computer engineering or any other closely related field with minimum of three (3) years of relevant experience.</p> <p>Having at least the following skills will be an added advantage</p> <ul style="list-style-type: none"> - Securing Networks with cisco fire power threat defence - Implementation of core cisco ASA Security - Implementation of cisco enterprise wireless networks
18.	Logistics & Transport Specialist (1)	<p><u>Key roles/responsibilities</u></p> <p>Asset Management</p> <ol style="list-style-type: none"> 1. Develop and maintain asset registers, including; acquisitions, transfers and valuations of EDCL assets. 2. Perform codification and tagging of all EDCL assets. 3. Responsible of the supervision and monitoring of Acquisition of the land lease (land titles) registered under REG of all lands expropriated for all projects implemented by EDCL. <p>Logistics Management</p> <ol style="list-style-type: none"> 4. Manage planning and implementation of logistics, including coordination with Project Managers. 5. Participate in the development of logistics policies and procedures in line with the procurement policies and strategic objectives of the organization. 6. Assess existing logistics operations systems and advise on corrective measures to be undertaken. 7. Ensure the implementation, monitoring and evaluation of new initiatives and procedures related to logistics. 8. Prepare the logistics component of the budget proposals for consideration during budget review.

9. Conduct special management reviews and/or follow-up on audit observations to assist in the improvement of operations.
10. Responsible for the management of the stock including detailed recording of stock movement activities.
11. Oversee the preparation, analysis, negotiation, review and management of contracts related to the purchase or sale of equipment, materials, and supplies.
12. Supervise rented office's operations and maintenance.

Fleet Management

13. Generate technical and operational specifications for vehicles in line with identified transport needs during the procurement process.
14. Ensure company vehicles have effective fleet monitoring systems and manage daily fleet monitoring and generate related reports.
15. Generate service/repair orders and monitor repairs and cost prices in line with the transport policy. Ensuring the Organization fleet reflects the corporate brand, is in a good mechanical and working condition.
16. Review and monitor the execution of contracts for the provision of fuel, servicing, repairs, and maintenance to the Organization in accordance with the provisions in the contracts and transport policy.
17. Generate monthly fuel consumption reports and monthly vehicle repair and maintenance reports.
18. Prepare cost estimates for budget and planning purposes; and provide advice on matters pertaining to planning, budgeting, and monitoring of the transport logistics for the Organization.
19. Initiate actions leading to procurement and monitoring of adequate insurance cover for all Organization vehicles and motorcycles in accordance with the traffic and road safety act and Organization policies.
20. Manage and coordinate vehicle allocation to staff for service delivery purposes in line with Organization policy.

Functional Duties

21. Supervise the maintenance of accurate and complete records for transport section.

		<p>22. Implement and review the effectiveness of the internal controls in the transport management system in accordance with the Organization policy and guidelines.</p> <p>23. Manage and supervise, plan, co-ordinate and monitor delivery of logistical facilities and supplies to user units Organization wide in accordance to the Transport policy and human resource management manual.</p> <p>24. Supervise and ensure Safe custody of Organization Assets in line with the transport management system and Organization policy in place.</p> <p>Supervision</p> <p>Effective supervision and guidance of staff under his/her supervision for maximum results.</p> <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in business administration, economics, management, procurement, logistics and supply chain management or any other closely related field with minimum of three (3) years of relevant experience.</p> <p>and/or;</p> <p>Master's degree in business administration, economics, Management, Procurement, Logistics and Supply chain management or any other closely related field with minimum of two (2) years of relevant experience.</p> <p><u>P.S:</u> Mechanical experience in a previous role will be an added advantage.</p>
19.	Contract Management Specialist (1)	<p><u>Key roles/responsibilities</u></p> <p>Planning</p> <ol style="list-style-type: none"> 1. Prepare annual procurement Plans in accordance with the strategic, action plans and budget for the implementation of the company's and its agencies activities and ensure its implementation on a timely and efficient manner; 2. Consolidate procurement items from all departments ensuring that delivery is done as per the user's needs, Develop legal policies, process and procedures in line with the Rwandan law and the strategic objectives of Energy Development Corporation Limited.

		<p>3. Review periodically the company Procurement Plans and update them on a regular basis;</p> <p>4. Monitoring contract implementation and performance of suppliers/contractors/consultants in delivering the contracted goods, services, and works (including taking action for non-performance);</p> <p>Budgeting</p> <p>5. Manage and monitor that all procurements are processed within budget lines.</p> <p>6. Advise users to seek approval on unbudgeted items and items that have exceeded budget.</p> <p>7. Provide guidance on procurement budgeting.</p> <p>8. Liaise with the business units, suppliers and the tender committee to ensure that user requirements are approved by the committee.</p> <p>9. Implement/Execute the decisions of the Tender Committee on changes to procurement contracts.</p> <p>10. Communicate deliberations of Tender Committee to users and external parties.</p> <p>11. Monitor the market and vendor bases for emerging services and trends for potential opportunities and advise management accordingly.</p> <p>Reporting</p> <p>12. Prepare weekly, monthly, Quarterly and annual reports on procurement plan execution</p> <p>13. Prepare annual reports on service provider performance and advice the management</p> <p>14. Prepare, facilitate and providing required documents to procurement audits of the company and ensure smooth audit conduct which result in high process compliance.</p> <p>15. Setting up a procurement filing system guarantying procurement documents' safety and long run usage and retrieval.</p>
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		<p>Monitoring performance of contracts</p> <ol style="list-style-type: none"> 16. Monitor delivery and quality of services by providers and effect penalty charges to service providers where applicable; 17. Update and maintain the company Procurement Manual including procedures and standard forms to be used during implementation; 18. Monitor and ensure that the procurement calendar is respected and there is timely delivery on planned activities; 19. Monitor contract implementation progress, provide regular and progress status and advice on possible delays, contract termination or extension; 20. Setting up a framework contract monitoring system and ensuring contracts' renewals are done whenever necessary or advice for new tendering process before contract expiry. 21. Verify the admissibility, validity and safeguard of performance and advance guarantees and advice project managers/management before their expiry and release at the completion stage; 22. Prepare purchase order in accordance with existing framework contracts and based on the necessary approvals and budget. 23. Any other activity as shall be assigned by the immediate supervisor <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in business administration, procurement, management, commerce, law or a full professional qualification in procurement with minimum of three (3) years of direct relevant experience in procurement role.</p> <p>and/or;</p> <p>master's degree in business administration, procurement, management, commerce, law or a full professional qualification in procurement with minimum of two (2) years of direct relevant experience in procurement role.</p>
20.	Procurement Specialist (3)	<p><u>Key roles/responsibilities</u></p> <p>Procurement Operations</p> <ol style="list-style-type: none"> 1. Prepare standard Bidding Documents, Request for Proposals, Terms of References and all other necessary procurement/tendering documents.

2. Conducting the Tendering Processes of all the activities in compliance with the ruling guidelines, manuals, regulations and Laws in respect to the fundamental principles of procurement.
3. Identify, negotiate and implement contract & framework agreements which result in efficiencies in line with financial and forecasting requirements.
4. Maintain accurate auditable records of all procurement process which result in high process compliance.

Stakeholder management

5. Plan and engage with unit managers to understand Technical specifications and with suppliers to develop their profiles of delivery capability which results in effective market engagement.
6. Build into contract & framework developments, EDCL's sustainable procurement obligations and preferences including assurance of procurement authority level adherence which result in stakeholder satisfaction of procurement services.

Business Process

7. Build supplier, category and market understanding through performance management, research and stakeholder briefings which result in the management of commercial issues throughout the commissioning and procurement cycle

Qualifications and experience:

Bachelor's degree in business administration, procurement, management, commerce, law or a full professional qualification in procurement with minimum of three (3) years of direct relevant experience in procurement role.

and/or;

Master's degree in business administration, procurement, management, commerce, law or a full professional qualification in procurement with minimum of two (2) years of direct relevant experience in procurement role.

<p>21.</p>	<p>Transaction Advisor (1)</p>	<p><u>Key Roles and responsibilities</u></p> <p>Strategic Management</p> <ol style="list-style-type: none"> 1. Develop standard legal documents, process and procedures in line with the Rwandan law and the strategic objectives of Energy Development Company. 2. Amend or update the company legal documents in accordance with new laws and the international best practices. 3. Take the lead in the development and reviewing of various strategic documents for Energy Development Company Ltd. <p>Advisory Services</p> <ol style="list-style-type: none"> 4. Provide guidance on transactions and governance issues that may arise for the Organization's compliance with the relevant legislation and best practice. 5. Lead in the provision of legal support whenever requested, to EDCL departments for proper implementation of the project <p>Management and Negotiation of the Agreements</p> <ol style="list-style-type: none"> 6. Support in the drafting and negotiation of energy agreements to include contract negotiation in coordination with the Rwanda Development Board as GoR Lead Negotiator. 7. Review and/or anticipate risks or issues that might arise and potentially disrupt or lower the value of a deal and provide advice on the same. <p>Transaction Services</p> <ol style="list-style-type: none"> 8. Provide legal assistance to the Energy Development Company in efforts to achieve the best value for money and risks mitigations. 9. Provide legal transaction advice and support in reach of transaction goals efficiently and with added value. <p>Leadership</p> <ol style="list-style-type: none"> 10. Provide overall leadership and Supervise and manage the performance and development of staff in the department in line with the Organization's goals, objectives, policies and regulations 11. Develop a departmental annual work plan and financial budget and monitor their implementation in line with EDC Business plan
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		<p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in law or a full professional qualification in law with minimum of four (4) years of relevant experience.</p> <p>and/or;</p> <p>Master's degree in law or a full professional qualification in law with minimum of three (3) years of relevant experience.</p>
22.	Legal Specialist (1)	<p><u>Key Roles and responsibilities</u></p> <p>Contract Management</p> <p>Participate in PPA negotiations</p> <ol style="list-style-type: none"> 1. Review vendor contracts and requests for proposals and confidentiality agreements for the company to ensure they are consistent and in compliance with regulatory requirements and organizational risk policies. 2. Assess contractual liabilities, understand market and legal risks and mitigate contractually where possible. 3. Provide training on contract provisions internally to the legal department staff. <p>Advisory Services</p> <ol style="list-style-type: none"> 4. Advise management and departments on appropriate legal procedures and corrective action regarding any legal related matter. 5. Lead in the implementation of the legal policies, process and procedures in line with the strategic objectives of Rwanda Energy Group and Energy Development Company. 6. Update the company legal policy in accordance to new laws, and communicate the same to the different stakeholders <p>Compliance</p> <ol style="list-style-type: none"> 7. Identify contractual and operational compliance requirements for all actions by the organization to be taken eligible to create legal situation thereafter. <p>Regulatory</p> <ol style="list-style-type: none"> 8. Review, analyse and interpret state laws and regulations and advise management on the same.

		<p>9. Review and execute contract documents involved, evaluate legal disputes arising there from or otherwise advising on appropriate legal positions to be taken in the Organization's best interest.</p> <p>Reporting</p> <p>Prepare weekly and monthly unit reports to the Head of Legal services.</p> <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in law or a full professional qualification in law with minimum of four (4) years of direct relevant experience in legal position with busy public or private company.</p> <p>and/or;</p> <p>Master's degree in law or a full professional qualification in law with minimum of three (3) years of direct relevant experience in legal position with busy public or private company.</p>
23.	Health & Safety Specialist (1)	<p><u>Key Roles and responsibilities</u></p> <p>Strategy</p> <ol style="list-style-type: none"> 1. Take lead in development of health and safety strategies and developing internal policy; 2. Make changes to working practices that are safe and comply with legislation & policies and procedures; <p>Risk assessment</p> <ol style="list-style-type: none"> 3. Carry out risk assessments and derive solutions on how risks could be reduced; 4. Outline safe operational procedures which identify and take account of all relevant hazards; 5. Carry out regular site inspections to check policies and procedures are being properly implemented; <p>Training</p> <ol style="list-style-type: none"> 6. Lead in-house training with managers and employees about health and safety issues and risks; <p>Records Management</p> <ol style="list-style-type: none"> 7. Keep records of inspection findings and producing reports that suggest improvements;

		<ol style="list-style-type: none"> 8. Record incidents and accidents and produce reports and statistics for management's attention; 9. Keep up to date with new legislation and maintaining a working knowledge of all Health and Safety Executive (HSE) legislation and any developments that affect the employer's industry; 10. Develop management reports, newsletters and bulletins on health & safety; 11. Lead and implement the safe installation of equipment; 12. Manage and organize the safe disposal of hazardous substances, e.g. asbestos; 13. Advise on a range of specialist areas, e.g. fire regulations, hazardous substances, noise, safeguarding machinery and occupational diseases. <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in clinical psychology, public health, organizational psychology or any other closely related field with minimum of three (3) years of experience.</p> <p>and/or;</p> <p>Master's degree in clinical psychology, public health, organizational psychology or any other closely related field with minimum of two (2) years of experience.</p>
24.	Recruitment and Training Specialist (1)	<p><u>Key Roles and responsibilities</u></p> <p>Strategy</p> <ol style="list-style-type: none"> 1 Participate in the development of the recruitment policies and procedures 2 Establish recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs <p>Recruitment</p> <ol style="list-style-type: none"> 3 Create a pool of data on suitable candidates for future employment. 4 Determine applicant requirements by studying job description and job qualifications. 5 Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites. 6 Develop testing tools for recruitment.

- 7 Maintain fair and equitable recruitment approach in line with the specific job requirements.
- 8 Conduct relevant employment checks on all employees and prepare job offers to the successful candidates.
- 9 Manage and ensure that new employee's forms and contracts are received and completed (Medical Aid, Social Security, etc.)
- 10 Conduct and manage orientation of new employees into the organization.

Records Management

- 11 Monitor that files are opened for new appointments and ensure that files are closed when employees resign or services are terminated.

Attendance Monitoring

- 12 Develop a daily attendance tracking system or register and ensure it is scrutinized monthly.

Employee Exit Management

- 13 Conduct staff exit interviews to minimize the staff turnover and retain good performers.

Training

14. Identify training and development needs within an organization through job analysis, appraisal schemes and regular consultation with business managers and human resources departments.
15. Develop an annual training plan with reference to the overall training needs of the organization.
16. Design and expanding training and development programs based on the needs of the organization and the individual.
17. Develop and implement effective induction programs for new employees.
18. Design training materials for in-house courses.
19. Monitor and reviewing the progress of trainees through questionnaires and discussions with managers and evaluate training and development programs.

Budgeting

20. Develop an annual training budget and monitor training expenditure.

		<p>21. Consider the costs of planned programs and keeping within budgets as assessing the return on investment of any training or development program is becoming increasingly important.</p> <p><u>Qualifications and experience:</u></p> <p>Bachelor's degree in human resource management, organizational psychology, public administration, management, or any other closely related field with minimum of three (3) years of experience.</p> <p>and/or;</p> <p>Master's degree in human resource management, organizational psychology, public administration, management or any other closely related field with minimum of two (2) years of experience.</p> <p><u>P.S:</u> HR professional course will be added advantage</p>
25.	IT Support Officer (1)	<p><u>Key roles/responsibilities</u></p> <p>IT Support</p> <ol style="list-style-type: none"> 1. Provide desktop, laptop and tablet technical support including installation of authorised software and maintenance of peripherals. 2. Ensure that security patches and upgrades are applied and kept up to date on company computers. 3. Implementation of antivirus installation on all computer systems and work stations and ensuring that updates are applied in a timely manner. 4. Report faults and maintaining logs on servers and company workstations. 5. Responsible for maintaining and configuring company print installations, Un-Interruptible Power supplies and new electronic devices. 6. Responsible for maintaining networking equipment, Local Area Network Cabling and troubleshooting problems in network connectivity. 7. Create purchase requisitions for IT hardware/software in line with staff requests. 8. Manage and ensure that all software purchased licensing is recorded and maintained. 9. Set up new users and disabling expired email accounts in accordance with HR requirements.



		<p><u>Qualifications and experience:</u></p> <p>At least bachelor's degree in computer engineering, business information technology, computer science or any other closely related field.</p> <p>Possession of the following skills will be an added advantage:</p> <ul style="list-style-type: none"> - Programming skills in JavaScript and Java. - Familiar with the spring boot framework. - Software integration skills and experience in both RESTful and SOAP APIs. - SQL Skills for both relational and non-relational database. - Computer network and management. - Server installations and printing systems management.
26	<p>Transport Officer (1)</p>	<p><u>Key roles/responsibilities</u></p> <p>Fuel Management</p> <ol style="list-style-type: none"> 1. Take lead and participate actively in the establishment of fuel management policies and procedures related to fuel management. 2. Take lead in putting in place internal control measures and tools to ensure efficient fuel management. 3. Monitor implementation of fuel management procedures and take relevant action. 4. Manage the contract related to fuel supply to Energy Development Corporation Limited. 5. Initiate and monitor fuel supply requests between EDCL and the fuel supplier. 6. Initiate and manage fuel requests in the system. 7. Manage fuel stocks (fuel issuance/receipts). 8. Follow-up and file relevant documents to support fuel reports such as travel requests, fuel receipts from drivers. 9. Manage and ensure maximum safe custody of fuel cards. 10. Review and monitor processing of invoices related to fuel supply. 11. Monitor on daily basis fuel consumption in collaboration with the fuel supplier. 12. Monitor on daily basis fuel consumption component of the fleet monitoring system. 13. Conduct frequent fuel consumption reconciliation exercises with the fuel supplier 14. Generate fuel consumption reports on monthly basis and as and when required.

	<p>15. Advise management on relevant action and interventions in relation to fuel management.</p> <p>16. Analyse fuel consumption details of all vehicles frequently and engage and advise Fleet Monitoring & Dispatch officer on fleet renewal and disposal.</p> <p>17. Ensure proper and systematic filing of all documents related to fuel and fuel management.</p> <p>Fleet Monitoring</p> <p>18. Take lead and participate actively in the establishment of fleet monitoring policies and procedures.</p> <p>19. Take lead in putting in place internal control measures and tools to ensure efficient fleet monitoring.</p> <p>20. Monitor implementation of company fleet monitoring procedures and take relevant action.</p> <p>21. Manage contract for provision of fleet monitoring system.</p> <p>22. Manage contract for car wash services.</p> <p>23. Manage vehicle & moto-cycle insurance contract.</p> <p>24. Monitor the functionality of the fleet monitoring system Just-in real time to identify any system malfunctions/faults and take relevant action.</p> <p>25. Generate reports (real time reports, daily, monthly etc) from the Fleet Monitoring System, analyze them and provide relevant advise. Share such reports with relevant staff for action.</p> <p>26. Review, approve and monitor processing of invoices related to Fleet Monitoring and vehicle dispatch.</p> <p>27. Train relevant staff on the Fleet monitoring system and the different reports and their interpretation to inform relevant action.</p> <p>28. Monitor company fleet country-wide using real time tracking and analyze, report and act immediately on strange behaviors/violations/mis-use/suspected fraude etc.</p> <p>29. Monitor any road fines on EDCL vehicles and motorcycles ensure such fines are paid in time to avoid related penalties.</p> <p>30. Monitor and report accidents & follow-up on related declarations inline with company regulations & insurance</p>
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		<p>policy. Involve police where required inline with accident declaration/insurance policy.</p> <p>31. Analyze fleet efficiency and in collaboration with his/her fuel management & fleet repair and dispatch officers and advise management on fleet renewal and disposal.</p> <p>32. Initiate and manage vehicle rent where applicable.</p> <p>Vehicle dispatch</p> <p>33. Develops vehicle deployment schedules and monitors effective deployment of vehicles and drivers on duty within and outside Kigali to facilitate company activities.</p> <p>34. Processes vehicle requests from departments and allocations on daily basis to ensure deployed vehicles have necessary approvals before going for duty.</p> <p>35. Liaise with the Transport Officer in charge of Fleet Repair & Maintenance to ensure only vehicles in good mechanical condition are deployed for service.</p> <p>Vehicle Repair</p> <p>36. Take lead and participate actively in the establishment of fleet repair & maintenance policies and procedures related to fuel management.</p> <p>37. Take lead in putting in place internal control measures and tools to ensure efficient fleet repair & maintenance.</p> <p>38. Monitor implementation of fleet repair & maintenance procedures and take relevant action.</p> <p>39. Manage the contract related to fleet repair & maintenance.</p> <p>40. Initiate and monitor requests related to fleet repair & maintenance.</p> <p>41. Ensure extracted parts from vehicles & motorcycles are recovered from the garage and safely stored.</p> <p>42. Follow-up and file relevant documents to support fleet repair & maintenance reports.</p> <p>43. Monitor repair and maintenance operations at garage to ensure quick, effective, and accountable service.</p> <p>44. Review, approve and monitor processing of invoices related to fleet repair & maintenance.</p> <p>45. Scheduling and monitoring of technical control.</p> <p>46. Scheduling and monitoring of future maintenance & repair sessions.</p> <p>47. Generate repair & maintenance reports on monthly basis and as and when required.</p>
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		<p>64. Analyse fleet efficiency and in collaboration with his/her fuel management & fleet repair and dispatch officers and advise management on fleet renewal and disposal.</p> <p>65. Initiate and manage vehicle rent where applicable.</p> <p>Vehicle dispatch</p> <p>66. Develops vehicle deployment schedules and monitors effective deployment of vehicles and drivers on duty within and outside Kigali to facilitate company activities.</p> <p>67. Processes vehicle requests from departments and allocations on daily basis to ensure deployed vehicles have necessary approvals before going for duty.</p> <p>68. Liaise with the Transport Officer in charge of Fleet Repair & Maintenance to ensure only vehicles in good mechanical condition are deployed for service.</p> <p>Supervision</p> <p>Supervise Drivers both contracted and casual.</p> <p>Qualifications and experience</p> <p>At least a bachelor's degree in business administration, procurement, accounting, economics, accounting, audit, logistics, management, public administration, information technology, mechanical engineering, advanced diploma in automobile technology or any other closely related field.</p>
27.	Transport Officer/in charge of Vehicle Repair (1)	<p>Key roles/responsibilities</p> <ol style="list-style-type: none"> 1. Take lead and participate actively in the establishment of fleet repair & maintenance policies and procedures related to fuel management. 2. Take lead in putting in place internal control measures and tools to ensure efficient fleet repair & maintenance. 3. Monitor implementation of fleet repair & maintenance procedures and take relevant action. 4. Manage the contract related to fleet repair & maintenance 5. Initiate and monitor requests related to fleet repair & maintenance. 6. Ensure extracted parts from vehicles & motorcycles are recovered from the garage and safely stored. 7. Follow-up and file relevant documents to support fleet repair & maintenance reports.

		<ol style="list-style-type: none"> 8. Monitor repair and maintenance operations at garage to ensure quick, effective, and accountable service. 9. Review, approve and monitor processing of invoices related to fleet repair & maintenance. 10. Scheduling and monitoring of technical control. 11. Scheduling and monitoring of future maintenance & repair sessions. 12. Generate repair & maintenance reports on monthly basis and as and when required. 13. Conduct frequent reconciliation exercises with the garage on fleet repair & maintenance. 14. Advise management on relevant action and interventions in relation to fleet repair & maintenance. 15. Ensure proper and systematic filing of all documents related to fleet repair & maintenance. <p><u>Qualifications and experience:</u> At least a bachelor's degree in mechanical engineering, advanced diploma in automobile technology or any other closely related field.</p>
28.	Regional Expropriation Officer (2)	<p><u>Key roles/responsibilities</u></p> <ol style="list-style-type: none"> 1. Recording and filing submitted expropriation files. 2. Data entry and data verification. 3. Preparation of expropriation files to be submitted for payment. 4. Following bank account verification process. 5. Preparation of different expropriation reports. 6. Uploading and updating the Expropriation Information System. 7. Preparing and reporting to Manager. <p><u>Qualifications and experience:</u> At least a bachelor's degree in statistics, demography, social sciences, public administration, economics, finance, civil engineering, surveyor engineering, geography, or any other closely related field and having excellent computer knowledge particularly in Excel.</p>
29.	HR Data and Records Officer (1)	<p><u>Key Roles and responsibilities</u></p> <p>Records Management</p> <ol style="list-style-type: none"> 1. Evaluate records for preservation and retention - some may be fragile and need careful handling. 2. Arrange the acquisition and retrieval of records.

		<ol style="list-style-type: none"> 3. Prepare record-keeping systems and procedures for archival research and for the retention or destruction of records; 4. Catalogue collections and manage information and records; 5. Advise Human Resource staff on how best to access, use and interpret archives, often through internal training courses 6. Facilitate remote access by maintaining user-friendly, computer-aided search systems; 7. Identify ways of protecting and preserving collections 8. Maintain current and historical databases for personnel records 9. Assist in the development of Human Resources policies and regulations. 10. Maintain and follow Human Resources policies, regulations and procedures related to the function, rights and responsibilities of all staff. 11. Ensure that all staff members are aware of the Human Resources policies and regulations, and that employees have access to the Handbooks when needed. <p><u>Qualifications and experience:</u></p> <p>At least a bachelor's degree in library and information science; archiving science; records management; documentation, office administration, human resources management, social sciences, public administration, management, or any other closely related field.</p>
30.	GIS Survey Officer (3)	<p><u>Key roles and responsibilities</u></p> <p>Planning</p> <ol style="list-style-type: none"> 1. Execute preliminary and detailed surveys for electrical lines in accordance with the elaborated development plans or as may be assigned by the supervisors from time to time. <p>GIS Database Management</p> <ol style="list-style-type: none"> 2. Use forms and drop-down menus to enter data in GIS databases; follow established procedures to select map data and objects to populate database tables and attributes. 3. Provide support in the update and maintenance of the electrical network geodatabase through producing Maps and shapefiles and sharing them on GIS Server. <p>GIS Surveys</p>

		<ol style="list-style-type: none"> 4. Perform field and office work, inventorying all necessary data regarding electricity infrastructures and collecting/depicting data using GPS, Total station or other equipment as may be needed from time to time. 5. Follow established and detailed procedures, enter parameters and generate standard GIS products including maps, shape files, graphics, tables and reports to meet specific customer requirements. <p>GIS Operations</p> <ol style="list-style-type: none"> 6. Follow established procedures, use GIS software to geo-reference digital maps to align with real ground locations based on applicable data. 7. Convert where necessary spatial data from one coordinate system to another. 8. Convert maps into standard non-GIS formats such as pdf. 9. Review and make routine interpretations of data sources and use basic GIS software functions to enter, edit and update GIS spatial data, including points, lines and polygons, and attribute data into databases or layers, following standard procedures. 10. Participate in elaboration of capacity building needs to EDCL staff, engineers, planners, and developers regarding Geo-Information management and use, such as asset locations, floodplain information, remote sensing and other related needs. 11. Operate GIS Specific hardware including large format plotters and scanners. <p><u>Qualifications and experience:</u></p> <p>At least a bachelor's degree in geography, surveying, cartography, or any other closely related field.</p>
31.	Receptionist (1)	<p><u>Key Roles and responsibilities</u></p> <ol style="list-style-type: none"> 1. Manage the reception 2. Ensure proper management and neatness of the reception area and office all the time. 3. Read and verify substance of incoming documents– Ensure that all incoming and outgoing documents are read and verified, and the form and substance are of quality before reaching their destination.

		<ol style="list-style-type: none"> 4. Registration of incoming and outgoing documents- ensure that all incoming and outgoing correspondences are well registered and transmitted to the Central Secretariat on time. 5. Quality Customer Service -Ensure proactive good care and treatment of customers and guests and orient visitors professionally. 6. Direct all sorts of enquiries to the appropriate personnel in EDCL. 7. Personal initiative - Undertake personal initiative and responsibility for ensuring tasks are followed up and that people are working together. Respect and use the management systems in place within the EDCL. 8. Receive incoming Calls- Receive customers incoming calls and orient them to the right persons as they may desire. 9. Create monthly database in excel for all incoming documents. 10. Ensure all incoming emails from external sent to your email by your supervisor are properly arranged in their folders per department electronically. <p><u>Qualifications and experience:</u></p> <p>At least a bachelor's degree in information management, management, or business administration, or library, and information science or any other closely related field.</p>
32.	Logistics Officer (2)	<p><u>Key Roles/Responsibilities</u></p> <p>Asset Management</p> <ol style="list-style-type: none"> 1. Develop and maintain asset registers, including acquisitions, transfers, and valuations of EDCL assets. 2. Perform codification and tagging of all EDCL assets. 3. Responsible of the supervision and monitoring of Acquisition of the land lease (land titles) registered under REG of all lands expropriated for all projects implemented by EDCL. <p>Logistics Management</p> <ol style="list-style-type: none"> 4. Manage planning and implementation of all logistics related matters, including coordination with all staff. 5. Participate in the development of logistics policies and procedures in line with the procurement policies and strategic objectives of the organization. 6. Assess existing logistics operations systems and advise on corrective measures to be undertaken. 7. Ensure the implementation, monitoring and evaluation of new

		<p>initiatives and procedures related to logistics.</p> <ol style="list-style-type: none"> 8. Prepare the logistics component of the budget proposals for consideration during budget review. 9. Conduct special management reviews and/or follow-up on audit observations to assist in the improvement of operations. 10. Responsible for the management of the stock including detailed recording of stock movement activities. 11. Ensure appropriate stocktaking reports are timely and regularly prepared. 12. Oversee the preparation, analysis, negotiation, review and management of contracts related to the purchase or sale of equipment, materials, and supplies. 13. Supervise rented office's operations and maintenance. <p>Reporting</p> <ol style="list-style-type: none"> 14. Responsible for developing weekly, monthly, quarterly and annual management reports. <p><u>Qualifications and experience:</u></p> <p>At least a bachelor's degree in business administration, economics, management, procurement, logistics, and supply chain management or any other closely related field.</p>
33.	Registry assistant (5)	<p><u>Key roles/responsibilities</u></p> <ol style="list-style-type: none"> 1. Plan and manage agenda of Director of Department. 2. Ensure cleanliness of Director of Department. 3. Receive and orient visitors at office of Director of Department/head of unit. 4. Receive, register, orient and follow-up correspondences coming to the office of department and ensure their proper management. 5. Register, distribute and follow-up on correspondences going out of the office of Director of Department. 6. Ensure proper and systematic filling of correspondences and other documents at the office of Director of Department/head of unit for future reference. 7. Taking minutes of departmental meetings and ensure their systematic and proper dissemination and filling.

		<p>8. Support Director of Department/head of unit to follow-up of implementation of actions captured in minutes of departmental/unit meetings and report to Director of Department/Head of unit on progress.</p> <p>9. Provide secretarial services to the office of the Director of Department/head of unit.</p> <p>10. Prepare and/ or receive brief for the Director of Department/head of unit.</p> <p>11. Process and follow-up on travel requirements for the Director of Department/head of unit.</p> <p>12. Plan, budget, manage and report on furniture, equipment's and logistics at the office of the Director of Department/head of unit.</p> <p><u>Qualifications and experience:</u></p> <p>At least a bachelor's degree in library and information sciences, secretarial studies, social sciences, public administration, management, business administration or any other closely related field.</p>
34.	Linesman (20)	<p><u>Key roles/responsibilities</u></p> <ol style="list-style-type: none"> 1. Construction of HV, MV& LV lines, poles erection, installation of MV& LV cables accessories, line stringing, installation of transformer and accessories. 2. Perform daily work assignments and ensure quality of workmanship. 3. Maintain and inspect tools, materials and equipment and report immediately for any deficiencies. 4. Transformer oil testing. 5. Transformer and surge arrestor resistance testing. 6. Handle unusual or emergency situations. 7. Connect/energize constructed line. 8. Installation of meters. <p><u>Qualifications and experience:</u></p> <p>At least advanced diploma (A1) in electrical engineering, electromechanical engineering or any other closely related field.</p>



MODE OF APPLICATION

1. A duly signed application letter addressed to the Managing Director of Energy Development Corporation Limited (EDCL).
2. Updated detailed curriculum vitae.
3. Copies of both academic and professional certificates.
4. Proof of related experience/valid work certificates.
5. Names and addresses of at least three (3) referees.
6. Copy of Identity Card.

The above required documents should be submitted electronically to the following e-mail: edclrecruitment@edcl.reg.rw not later than 31 / 03 / 2023 latest 05:00 P.M.

Note:

1. Please note that submission of **valid** and acceptable **proof of experience/work certificates** attached to your job application letter to support the relevant experience indicated in the applicant's CVs among other documents highlighted above is a **MUST** for pre-selection.
2. Your job application and its attachments **MUST** be scanned as **ONE single pdf document** for easy download & analysis of applications.
3. **ONLY online applications** will be received on the above-mentioned **email**. No hardcopy applications will be received.
4. REG is an equal opportunity employer. As part of our company Gender Mainstreaming policy and program, we seek to increase the number of women in all levels of the organization. Therefore, we strongly **encourage female candidates** to apply. Special consideration will be given to qualified female candidates.

Done at Kigali on 21 / 03 / 2023



For
Felix GAKUBA
Managing Director